



ORDER FORM/Formulaire

Call us for assistance.

Contactez-nous si vous avez besoin d'assistance

Account Number/Numéro de compte: _____

Travel Agency Name: _____

Nom de l'agence de voyage

IMPORTANT TRAVEL DATES/DATES IMPORTANT DE VOYAGE:

Date passport must be back in your possession**: _____ / _____ / _____
Date à laquelle votre passeport doit vous être retourné mm jj aaaa

Date of next international trip: _____ / _____ / _____
Date de votre prochain voyage à l'étranger : mm jj aaaa

**Rush/Emergency Fees: I understand that any visa request that is needed in seven business days or less, will be assessed a rush or emergency surcharge
Je comprends que toute demande de visa qui doit être traitée en sept jours ouvrables ou moins sera assujettie à des frais supplémentaires pour le traitement accéléré.

TRAVELER INFORMATION/INFORMATION SUR LE VOYAGEUR:

Traveler's Name: _____ Traveler's Date of Birth: _____ / _____ / _____
Nom du voyageur: Last nom de famille First prénom Date de naissance du voyageur: mm jj aaaa

Phone (daytime): _____ Phone (mobile): _____ E-Mail: _____
Téléphone (Jour) Téléphone (cellulaire) Courriel

Name of Person Requesting This Order: _____ Phone: _____
Nom de la personne qui remplit le présent formulaire : téléphone

RETURN DOCUMENTS TO THIS ADDRESS/ADRESSE DE RETOUR:

Name: _____ Company: _____
Nom: Compagnie:

Street: _____ City: _____ Province: _____ Postal Code: _____
Rue: NO PO BOXES/Pas de boîte postale Ville: Province: Code Postal:

Telephone Number: _____ The address listed above is: Residential: Business:
Numéro de téléphone L'adresse indiquée ci-dessus est: Résidentiel: Affaires:

RETURN SHIPPING METHOD/MÉTHODE D'EXPÉDITION POUR LE RETOUR DE DOCUMENTS

Fed Ex Priority Overnight/ Service prioritaire le lendemain de Fed Ex Same Day or Courier (Call for Rates)/ Le jour même ou par messenger (contactez nous pour les tarifs)

I Authorize Delivery Without Signature: Signature: _____
J'autorise de livraison sans signature: Signature:

SERVICES REQUESTED/SERVICES DEMANDÉS

Select the type of service you request by placing a check mark in the appropriate box for each service you are ordering. Please note that separate forms and requirements apply for each visa procedure.

Sélectionner le type de service que vous désirez en cochant la case appropriée pour chaque service demandé. Veuillez noter que vous devez remplir des formulaires distincts pour chaque pays pour lequel vous demandez un visa et répondre aux exigences de chacun d'entre eux.

Visa Services:

Services de visa:	Entry/Exit Dates: Entrée/Sortie (Dates):	Tourist: Touriste:	Business: Affaires:	Transit: Transit:	Work: Travail:	Number of Entries: Nombre d'entrées:
Country 1: _____ Pays 1:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 2: _____ Pays 2:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Country 3: _____ Pays 3:	From: ____/____/____ To: ____/____/____ De: À:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

PAYMENT METHOD FOR APPLICABLE FEES/MODE DE PAIEMENT POUR LES FRAIS EXIGIBLES:

American Express: Diners Club: Master Card: Visa: Discover: Money Order/Mandat: Check/Chèque:

Name on Card: _____
Nom qui apparaît sur la carte

Card Number: _____ Expiration Date: _____ / _____ Signature: _____
Numéro de la carte Date d'expiration: mm aa Signature:

Department #/Billing Reference: _____
Département / Référence pour la facturation:

Visa Processing Procedures and Requirements

Destination: Russia
Purpose of Travel: Business
Nationality: Canada
Provided: Monday, July 05, 2010

The following is required for CIBT to process your request:

1. Passport/Passeport

Your signed passport (valid for at least six months) and with at least three (3) blank visa pages is required ** AND one photo copy of the information pages of the passport.

Votre passeport signé (valide pendant au moins six mois) et avec au moins trois (3) pages en blanc de visa est exigé ** ET une copie de photo des pages de l'information du passeport.

2. Application Forms/Formulaires de demande

1 (one) computer completed visa application form required ** 1 (un) formulaire de demande visa complété par ordinateur est exigé

3. Photographs/Photographies

*** IMPORTANT ***

Photo size MUST BE 35 mm X 45 mm (1 3/8" X 1 3/4")

*** IMPORTANT de ***

La taille de photo DOIT ÊTRE de 35 millimètres X 45 millimètres (1 3/8 " X 1 3/4 ")

1 (One) front facing photo with white background. MUST BE a photo & NOT scanned photo. Photo must be taken in the past 6 months before the date of application. Photo must be with a neutral expression, neither frowning, nor smiling, and with your mouth closed. Picture must be signed on the back.

1 (une) photo avant de revêtement avec le fond blanc. DOIVENT ÊTRE la photo et la photo non balayée. La photo doit être prise en 6 mois derniers avant la date de l'application. La photo ne doit être avec une expression neutre, ni fronçant les sourcils ni souriant, et avec votre bouche fermée. L'image doit être connectée le dos.

4. Business Introduction Letter/Lettre d'introduction d'affaires

A letter of introduction from your Canada-based company on letterhead paper with a Canada address is required. The letter must have an original signature and a photocopy is not acceptable. Please include the number of entries being requested and the length of visa being requested.

Une lettre de l'introduction de votre compagnie basée au Canada sur le papier à en-tête avec une adresse du Canada est exigée. La lettre doit avoir une signature originale et une photocopie n'est pas acceptable. Veuillez inclure le nombre d'entrées étant demandées et de la longueur du visa étant demandé.

Sample Business Introduction Letter / Exemple d'une lettre d'introduction d'affaires

5. Invitation Letter/Lettre d'invitation

Invitation from your Russian host MUST be issued by the local office of the Interior Ministry of the Russian Federation and be submitted in ORIGINAL. Every invitation must contain name in full, date of birth, citizenship and passport number of the applicant, name of hosting organization, reason and period of visit. Invitation must be signed by authorized person and carry the official seal of Interior Ministry. MUST BE ORIGINAL

L'invitation de votre centre serveur russe DOIT être publiée par le bureau local du ministère de l'Intérieur de la Fédération de Russie et être soumise dans l'ORIGINAL. Chaque invitation doit contenir le nom entièrement, la date de naissance, le nombre de citoyenneté et de passeport du demandeur, le nom du serveur, la raison et la période de la visite. L'invitation doit être signée par la personne autorisée et porter le joint officiel du ministère de l'Intérieur. DOIT ÊTRE ORIGINAL.

6. Business Invitation request form - optional service/Forme de demande d'invitation d'affaires - facultatif

CIBT can assist in processing your invitation requests for Russian business visas, [click here](#) ** CIBT peut aider à traiter vos demandes d'invitation des visas russes d'affaires, [clique ici](#)

7. HIV Test/ Examen médical de VIH

An HIV test certificate dated within the last 3 months is required if the stay is greater than 90 days or if requesting a multiple entry visa.

Un certificat médical de VIH est exigé si le séjour est plus grand que 90 jours ou si demandant un visa d'entrée multiple.

8. Processing times/Durée de la transformation

Processing time is 2-20 days depending on the service you select. IF YOU ARE requesting an invitation as well, that does add to delay of 5+ business days.

La durée de la transformation moyenne est de 2 à 20 jours selon le service vous choisi. Si vous demandez une invitation aussi bien, celui ajoute 5+ jours d'affaires additionnels au durée de la transformation.

9. Consular Fees/Honoraires consulaires

(3 business day processing) Single entry \$135.00 -- double entry \$226.00 -- multiple entry \$405.00

(10 business day processing) Single entry \$75.00 -- double entry \$130.00 -- multiple entry \$225.00

(3 jours d'affaires traitant) entrée simple C\$135.00 -- C\$226.00 en partie double -- Entrée multiple C\$405.00

(10 jours d'affaires traitant) entrée simple C\$75.00 -- C\$130.00 en partie double -- Entrée multiple C\$225.00



VISA APPLICATION

IMPORTANT! Please print or write in block letters using ball-point pen

FILLABLE FORM

I declare that all data given in this form is complete and true. I am aware that any false statements will lead to my application being rejected or to the annulment of a visa already granted and may also render me liable to prosecution under Russian law. I undertake to leave the territory of Russia upon the expiry of the visa If granted. I understand that possession of a visa does not entitle its bearer to enter Russia. I will not seek compensation if I am refused to enter Russia.

1. Nationality (If you had USSR or Russian nationality at some time please indicate when you lost it) _____ _____ _____	7. Purpose of visit _____ 8. Category and type of visa _____
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2. Surname (as in passport) _____ _____	9. Number of entries Single entry <input type="checkbox"/> Double entry <input type="checkbox"/> Multiple entry <input type="checkbox"/>
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3. First name, other names, patronymic names (as in passport) _____ _____ _____	10. Date of entry into Russia _____ (dd/mm/yy)	11. Date of exit from Russia _____ (dd/mm/yy)
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4. Date of birth (dd/mm/yy) _____	5. Sex M <input type="checkbox"/> F <input type="checkbox"/>	12. How many times have you been to Russia? _____ Date of last trip to Russia (dd/mm/yy) from _____ till _____
6. Passport No _____	Date of issue (dd/mm/yy) _____ Expires on (dd/mm/yy) _____	

13. Name of host organisation you intend to visit? (for tourists – name and reference number of host travel company, for business visas – name of host organisation and destination city, for private visas - full name and address of host)

14. Route of journey (points of destination)

15. Do you have health insurance that is valid in Russia?
 yes Provide details? _____ no

16. Children under 16 years and other relatives written in your passport and travelling with you: no yes

Surname, first name, date of birth (dd/mm/yy), your home address

<div style="border: 1px solid black; width: 150px; height: 150px; margin: 20px auto; text-align: center; padding: 10px;"> <i>Place for photograph</i> </div> <p>I hereby agree that my personal data will be processed and communicated electronically for approval of my visa application.</p> <p>Date (dd/mm/yy), signature</p>	17. Other names used in the past (maiden, religious, etc.) _____ _____
	18. Your permanent address, telephone, fax, email _____ _____ _____
	19. Your place of birth (if you were born in Russia, specify when and which country you have immigrated to) _____ _____
	20. Present occupation, position (name of employer, address, tel, fax, email) _____ _____
	21. Do you currently have relatives in Russia? (Please indicate their full names, relation degree, dates of birth, address) _____ _____ _____ _____

FORMAT FOR COVER LETTERS

(Date)

Consulate General of (Country)

Dear Sirs/Madam:

On behalf of (Traveler's Full Name), we are submitting his/her valid passport and required documents for a (Length and # Of Entries) (Business/Tourist) visa. (Mr./Mrs./Ms Traveler's Name) has been a (Job Title/Position) with (Name of Company) since (Date of Hire) for (Length of Employment). (Applicant's Company's Name)'s contact number in Canada is (Canada Corporate Contact Number).

(Traveler's Name) is planning a (Business/Tourist) visit to (Country Name). (If Business Please Explain Activities Of The Organization). He/She will depart Canada on (Departure Date) and will arrive in (Arrival City) on (Arrival Date) and remain for approximately (# Of Days) and will return (# Of Times Traveler Is Expected To Return To This Country If Requesting A Multiple Entry Visa) over the next year.

We would greatly appreciate any assistance you can provide us in expediting this process. While there, he/she will be contacting (Local Contact Name and Company Name). His/Her address is (Exact Street Address). The phone number is (Number).

(Company Name) guarantees that (Traveler's Name) will have adequate funds in his/her possession, as well as confirmed living accommodations and return transportation. (Name Of Company) also guarantees that he/she will not become dependent upon the Government of (Country Name) in any way during the course of his/her visit.

Thank you for your kind assistance in this matter. Please feel free to contact me with any questions.

Sincerely,

(Authorized Signer Other Than the Traveler)
(Signer's Title)

*** Important Instructions:

1. Write one letter for each country and for each applicant.
2. All letters must be on original company letterhead.
3. Replace all information in parentheses with the data for this trip.
4. A consulate address is not necessary.
5. The letter cannot be signed by the applicant.



Global Visa and Passport Professionals

RUSSIAN BUSINESS INVITATION REQUEST FORM

By law, an invitation is required to travel to Russia. All commercial organizations in Russia must apply for a business invitation on behalf of the traveler. This is done via the Russian Ministry of Foreign Affairs or the Ministry of the Interior of the Russian Federation. CIBT can assist travelers in securing this document.

The total service charge includes the Russian Foreign Ministry fees, as well as CIBT's service fees. Invitation fees are non-refundable and subject to change without notice. All processing times are in BUSINESS days. The price quoted is for a Russian Invitation only. Obtaining a Russian visa involves a separate transaction with a separate fee. Also, if you do not stay in a hotel, there will be an additional fee to register your visa in Russia. This fee will vary depending on your visa category. The Embassy of the Russian Federation reserves the right to request the ORIGINAL letter of invitation in order to process your visa.

This form is for BUSINESS Invitations only. Please verify with your host that arrangements for an invitation have not already been made on your behalf.

Please fill out this form completely. Any omissions can delay your invitation or cause it to be issued improperly.

Personal Information: All Fields Required

Last name:

First name:

Date of birth:

Gender:

Male

Female

Country of citizenship:

Country of birth:

City of birth:

Passport number:

Passport validity:

mm/dd/yyyy

From:

To:

Consulate where your visa will be processed: *Select One*

Ottawa

Montreal

Toronto

Has your visa application already been submitted to the appropriate CIBT office?

No

Yes

Trip Information: All Fields Required

Number of entries:

Purpose of travel:

Cities to be visited:

Date of departure from Canada:

Date of entry into Russia:

mm/dd/yyyy

Date of exit from Russia:

mm/dd/yyyy

Russian Company Data: All Fields Required

Company name in Russia:

Company address in Russia:

Contact Information : * Fields Required

Your title: *

Company name: *

Street: *

Building / Suite: *

City / Province / Postal Code:

Work phone number: *

Work fax number: *

Invitation Type and Processing Time: Select Only One

Visa Type:	Processing 15-30 Days	Processing 12-14 Days Submission 1 month prior to entry date	Processing 5-7 Days Submission 1 month prior to entry date	Processing 3-5 Days Submission 2 weeks prior to entry date
Single entry, valid up to 30 days	N/A	<input type="checkbox"/> \$150.00	<input type="checkbox"/> \$280.00	<input type="checkbox"/> \$375.00
Single entry, valid up to 90 days	N/A	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$335.00	<input type="checkbox"/> \$440.00
Double entry, valid up to 90 days	N/A	<input type="checkbox"/> \$225.00	<input type="checkbox"/> \$400.00	<input type="checkbox"/> \$500.00
Multiple entry, valid up to 1 year *	<input type="checkbox"/> \$725.00	N/A	N/A	N/A

Please note there are processing exceptions for certain nationalities and countries of birth.

A visa to Russia can only be obtained in the country of the traveler's citizenship. Foreigners who have a permanent residence valid for a period of more than 90 days may also apply through their country of residence. The Russian Consular Division will make a decision on all other exceptions based on individual applications.

*Multiple entry requests require special clearance and cannot be expedited. In addition to the invitation, the Russian Consulate may ask to see a Russian visa issued in the previous year. EU nationals may be refused a multiple entry visa even if they have an official multiple entry invitation.

A multiple entry business visa allows nationals of all countries to stay in Russia up to 90 days out of a period of 180 days.

Billing Information: All Fields Required

Are you planning to use CIBT to apply for your Russian Visa?

Yes

No

Name on credit card:

Credit card type:

American Express

Discover

MC

Visa

Credit card number:

Expiration Date:

mm/dd/yyyy

Billing street address:

Billing City:

Billing province:

Billing postal code & country:

Card holder signature:

X

Date:

Please return this completed form with a copy of the information pages of your passport to CIBT Canada

For questions please email: customerservice@ca.cibt.com

CIBT, Inc
1180 Danforth Ave.
Toronto, ON M4J 1M3

SERVICE FEE INFORMATION

Estimated processing charges are based on the following fee structure:

1. CIBT Service Fees:

The following prices are for CIBT's professional services per visa/passport per person. Final cost is determined by the number of business days given for processing your request and the CIBT services utilized to complete your request.

Service Fee:	\$80.00
Rush Fee:	\$50.00
Emergency Fee :	\$75.00

2. Consular Fees:

Consular and processing fees are determined by the foreign government issuing the visa and are subject to change beyond the control of CIBT. CIBT assesses a 2.49% processing fee on government agency fees only. Consular fees vary by consulate, please refer to requirements

3. Copy Fees:

Please submit a photocopy of your information page of your passport along with all supporting documents, letters, flight itineraries that support your visa request to avoid the photo copy fee. You will be charged a photocopy fee if all documents are not copied and submitted with your original submission.

4. Money Order Fees:

Embassies, Consulates and Government Offices require payment be made by Money Orders. A money order fee of \$8.50 is applied for each money order purchased.

5. Shipping Fees:

CIBT will return your completed documents to you via overnight mail. Additional charges will apply for weekend, same-day, after-hours delivery and shipping to/from USA. You may also provide your own account number for shipping. We utilize Federal Express and Purolator. We do not utilize XpressPoste.

FedEx Priority Overnight - Canada
\$40.00

6. GST tax applies to all fees, except consular fees

Please Note

Additional charges may apply for shipments to consulates that do not allow personal appearance or drop offs.



CIBT Inc, your Global Visa and Passport Professionals, is the world's leading travel document specialist and expediting service. CIBT can assist you with Canada and US based passport or visa processing, international passport or visa application forms and instructions, and other related services.

CIBT TERMS OF SERVICE

Feel free to contact our customer service team if you have questions about your request. Contact information for individual CIBT branch locations can be found on our website at <http://www.ca.cibt.com/contact.aspx>. You can now use our Online Status Check feature to automatically check the status of your documents, from the time we receive your documents to the time we ship them back to you. Simply go to our Website at <http://www.ca.cibt.com> and select Status Check from our menu to use this new feature.

Cancellation Fees:

Orders cancelled prior to submission to government office will be assessed standard processing fees. Orders cancelled after submission will be charged standard processing fees including consulate fees.

Hours of Operation:

Monday to Friday 830am to 530pm local time

Our offices are located in: Toronto and Vancouver

Where to send your documents:

Your CIBT Order form has the appropriate address for where to submit your documents.

Legal Disclaimer

CIBT makes every effort to provide you with accurate information and to obtain the passport or visa you require for your trip, for the dates requested, in a timely manner. However, please be aware that CIBT does not warrant any information that it provides, and you use and rely on CIBT at your own risk.

When CIBT returns your passport and documents, it is important that you verify that all the visas you require for your trip have been obtained, that the personal information on those visas and your passport are accurate, the visas for each country you intend to visit are valid for the dates of your visit, and that your passport is valid for at least six months beyond the completion of your trip. Please note that CIBT cannot guarantee or warrant that it will be able to obtain your requested visa or visas or obtain such visa(s) by the date you request. All requirements, processing times, and fees: (i) are estimated based upon CIBT's experience, (ii) may vary according to information you provide to CIBT, (iii) may vary according to the specific answers in your applications, and (iv) are subject to change without notice.

The issuance of a visa or passport is entirely at the discretion of the issuing authority, and each country's immigration officials make the final entry decision even when valid visas are held. CIBT makes no guarantees that any issuing authority will approve the application(s) and/or issue any document in a timely manner and CIBT service fees only are for taking reasonable actions to foster such issuance. Non-refundable tickets or reservations should not be purchased until all necessary visas and passports for your travel are secured. You are advised to check directly with the consulate or embassy of each applicable country regarding all necessary visa requirements. Under all circumstances, you (and not CIBT) are responsible for making sure that you have complied with all necessary visa requirements.

By sending applications to CIBT for processing, you accept all of the requirements, restrictions and limitations on liability set forth herein and specifically agree and confirm that neither CIBT nor your travel company shall be liable to you for any failure to comply with the necessary visa requirements for your travel, for the action or inaction of any government body and/or for the performance by any third party delivery company. At all times and under all circumstances, CIBT's total liability to you for any and all claims, causes of action, liabilities and damages of any kind whether based in contract, tort, strict liability or any other theory of law shall not, in any circumstance or for any reason, exceed the lesser of the fees actually paid by you to CIBT or \$500. In no event shall CIBT be liable to you for any indirect, special, consequential or incidental losses or damages, including, without limitation, lost profits, loss of business opportunity, or for punitive damages, and your sole and exclusive remedy against CIBT for damages in connection with the failure to obtain a requested visa or visas in a timely manner shall be the return of the CIBT service fees actually paid by you or \$500, whichever is less.